



CITY OF NEWPORT
DEPARTMENT OF FINANCE &
ADMINISTRATION
LICENSE DIVISION
859-292-3660

CN-17

SIGNED **X** _____

OFFICIAL
TITLE _____ DATE _____

LICENSE PERIOD ENDING _____

**RENEWAL OF OCCUPATIONAL LICENSE
FOR RENTAL PROPERTY**

LICENSE PERIOD JULY 1ST THROUGH JUNE 30TH

**NAME &
ADDRESS
OF
BUSINESS**

MAKE PAYABLE TO:
RETURN TO:

CITY OF NEWPORT
DEPT. OF FINANCE
LICENSE DIVISION
P O BOX 1090
NEWPORT, KY 41071-0090

PAYMENT MUST BE MADE ON OR BEFORE APRIL 15TH.

SECTION I

- 1 Total number of residential units in the City of Newport
STOP!!!**

**Before making any entries on Line 2 and Line 3, proceed to
SECTION II (Page 2) and complete the appropriate items.
Failure to complete SECTION II with the proper
information will cause a delay in the processing of your
return.**

- 2 Total rents collected from ALL rental units**

- 3 Actual License Fee due at .0035 of Line 2 or \$25.00 per each
unit (Line 1) whichever is greater.**

**FEE SHOULD BE NO LESS THAN \$25.00
PER UNIT**

- 4 Penalty is 10% of Line 3 (If postmarked after April 15,2006)**

- 5 Interest is 1% of Line 3 per month or fraction thereof. (If
Postmarked After April 15,2006)**

- 6 Total remittance**

SECTION II, PAGE 2



To properly complete this section, please list the property address and the number and types of units in the spaces provided. Calculate each unit separately. Use the actual amount of rent collected from each unit during the last calendar year.

If you have rental units in more than one property location, calculate each location separately. Additional forms may be used.

[illegible]

The purpose of **FORM CN-17** is for the filing of a **Renewal of an Occupational License for Residential Rental Property** that has already been approved by the Building, Zoning, and Fire Departments of the City of Newport and licensed in your name by the City's Finance Department for the current fiscal year. The City's fiscal year runs from July 1 of one year to June 30 of the next.

If you are filing Returns for previous years that are now delinquent, please file the most delinquent return first.

For payments that were due prior to April 15, 2006, be sure to include a penalty of 10% and interest at the rate of 1% per month from the April 30 of the year in which the payment was originally due.

For payments that were due after April 15, 2006 be sure to include a penalty of 5% of the amount due per month (or fraction thereof) after the due date up to 25% or \$25.00 whichever is greater and interest of 1% per month (or fraction thereof) after the due date.

DO NOT FILE THIS FORM IF:

- I.** Your residential rental property has never been licensed in your name by the Finance Department. Any property that has never been licensed in your name should be filed under **FORM CN-25, Application for Residential Rental Property**.
- II.** Your property is rented or leased for a **BUSINESS USE** not a residential use. If your property is being used for a Business, please see **FORM CN-18**. Filing of **FORM CN-18** does not require approval of the City's Building, Zoning, and Fire Departments. These approvals must be obtained by the entity that is actually operating a business on your property.